



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
127 6TH AVENUE, SUITE 202
FORT KNOX, KENTUCKY 40121-5719

Expires 8 June 2012

IMSE-KNX-HRA

8 June 2010

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Commanders, Fort Knox Partners in Excellence
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Fort Knox Policy Memo No. 15-10 – Civilian Employee Assistance Program

1. Reference AR 600-85, The Army Substance Abuse Program, 2 February 2009 (with RAR 001, 2 December 2009).
2. Reductions and restructuring have resulted in civilian employees having jobs that are more diverse and impact on accomplishment of essential missions throughout the command. An environment needs to be created ensuring civilian employees are given the same opportunities as their military counterparts for early identification and treatment of alcohol, other drugs, and/or personal problems. This environment will assist in maintaining a strong, viable, and integrated workforce as we face the many challenges of dealing with reduced resources. We must remember that people are our greatest resource!
3. The Employee Assistance Program (EAP) exists to enhance early identification and provide counseling to civilian employees, military Family members, and retirees with suspected alcohol and/or other drug abuse problems and provide screening and referral services for those whose duty performance appears to be affected by personal problems. Early recognition and professional treatment of problems will assist in restoring employees to effectively functioning members of the workforce. Supervisors of civilian employees are encouraged to become familiar with the EAP and use these services (Enclosure 1) when needed.
4. Civilian employees, military Family members, and retirees who are experiencing personal problems are strongly encouraged to use the free and confidential EAP services. Almost any personal problem is appropriate for seeking professional assistance if it causes difficulties at home or work (Enclosure 2).
5. Contact EAP, located in Bldg No. 1224, 94 Pershing Drive, phone 624-8361.

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ERIC C. SCHWARTZ
COL, AR
Commanding

DISTRIBUTION:
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CIVILIAN EMPLOYEE ASSISTANCE PROGRAM (CEAP)

1. The CEAP is designed to help management and the entire civilian workforce. Installation or organizational changes and/or personal problems can affect productivity, customer service, and overall agency morale. When workers obtain help, everyone benefits, and very often, management sees very positive results including the following:

- a. Reducing absenteeism.
 - b. Curbing tardiness.
 - c. Increasing safety.
 - d. Maintaining quality and customer service.
 - e. Keeping valuable employees.
 - f. Employees understanding how change is affecting their personal life and job performance.
2. The EAP presents a variety of classes tailored to individual agency needs and has material on coping with change, developing a low stress work style, conflicting communications skills, preventing violence in the workplace, etc. One-on-one counseling or special group sessions in the work area are available.
3. Change for employees is a fact of life. You cannot stop it, but you and your employees do not have to drown in it. **ASSISTANCE FOR ALL EMPLOYEES OR SECTIONS IS ONLY A TELEPHONE CALL AWAY!**
4. **DO NOT DELAY . . . CALL TODAY:** EAP Counselor, 624-8361, Bldg. No. 1224, 94 Pershing Drive (on the Traffic Circle).

EMPLOYEE ASSISTANCE PROGRAM (EAP)

WHAT IS THE EAP?

The purpose of EAP is to assist employees whose job performance or behavior is adversely affected by personal problems. It is available to Fort Knox Federal employees and their immediate Family members, military Family members, and retirees.

HOW DOES EAP WORK?

The EAP functions as a screening and evaluation service for all employees whose job performance appears to be affected by a personal problem. If the personal problem is related to alcohol or other drug abuse, the employee may use the counseling services of the Fort Knox Alcohol and Drug Program. If the personal problem is unrelated to alcohol or other drug abuse, EAP will help identify problems, provide limited in-house counseling, and recommend appropriate outside resources when indicated. Numerous local resources have been investigated and screened, EAP standards have been explained, and personal contacts have been established. Participants may initiate their own contact or be referred by fellow employees or their supervisor. The personal lives of all employees are their private business, so participation in EAP is both voluntary and totally confidential. No record of contact, counsel, referral, or treatment is entered in personnel files or divulged to anyone without written permission.

WHY IS FORT KNOX INTERESTED IN MY PROBLEMS?

The command realizes that people are our greatest resource. Often personal problems are manifested at work in job dissatisfaction, illness, absences, tardiness, low job performance - even accidents. In addition to a human concern for the welfare of each member of the staff, Fort Knox believes personal problem solving is good business.

IF I SEEK HELP, WILL IT JEOPARDIZE MY JOB OR FUTURE PROMOTION?

Absolutely not. While an employee's job could remain in jeopardy if problem-causing difficulties at work are left unsolved or ignored, the use of EAP will in no way jeopardize job security or promotion opportunities.

WHAT IS THE COST OF THE PROGRAM?

The EAP, itself, costs you nothing. We may recommend outside assistance, which, if not covered by your comprehensive group medical insurance, would be at your own expense.

CAN I USE MY SICK LEAVE IF I NEED TIME TO SOLVE MY PROBLEM?

Certainly. If your problem is an illness of any kind, you are entitled to use sick leave. Managers and supervisors will also assist and/or cooperate to solve problems.

AM I OBLIGATED TO FOLLOW THE ADVICE OFFERED?

No. Our purpose is to offer you the best advice we can. You are the one who has to work out the final solution and accept or reject any advice given.

HOW DO I KNOW EAP CAN HELP ME?

Unfortunately, there are no guarantees, but personal problems usually do not get any better by ignoring, denying, or enduring them. Often, discussing and understanding alternatives to a problem can be the first step toward solution.

HOW DO I CONTACT EAP?

Just call 624-8361. Hours are 0800-1600, but if necessary, special appointments can be arranged.

Army Substance Abuse Program
Employee Assistance Program
Bldg No. 1224, 94 Pershing Drive (Traffic Circle)
Fort Knox, KY 40121-4215
Phone: (502) 624-8361